

**Job Title:** Assistant Superintendent of Administrative Services and Operations

**Exemption Status/Test:** Exempt

**Reports to:** Superintendent

**Date Revised:** June 2026

**Dept./School:** Operations

**Calendar:** 223 days

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### Primary Purpose:

Responsible for the overall management, strategic planning, development, evaluation, and implementation of district maintenance, facilities/construction, technology, and nurses. Provide administrative support for student services, to include counseling and DAEP. Assist with hearing and resolving student and parent complaints.

### Qualifications:

#### Education/Certification:

Master's degree in educational administration  
Valid Texas Principal certification or equivalent

#### Special Knowledge/Skills/Abilities:

Knowledge of operations management  
Knowledge of laws, regulations, and policies related to student discipline and attendance  
Knowledge of positive discipline support programs  
Ability to disseminate information to individuals and groups  
Ability to interpret policies, procedures, and laws  
Ability to deliver effective training to a variety of audiences  
Excellent organizational, communication, and interpersonal skills  
Ability to mediate, problem solve, and resolve conflict

#### Experience:

Three years of educator administrator experience

### Major Responsibilities and Duties:

#### Operations Management

1. Oversee the management of facilities, maintenance, warehousing, and custodial services of the district.
2. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.
3. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district's specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.

4. Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; receive nutritious meals; and attend school in an environment that is safe, clean, and conducive to learning.
5. Manage outsourced operations and contracts for custodial and ground maintenance services.

### Safety

6. Collaborate with Chief of Police to assist safety and security initiatives.
7. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.
8. Follow district safety protocols and emergency procedures.

### Student Services Management

9. Manage the district's admissions, transfer, discipline, and residency process.
10. Oversee counselors and district psychologist to coordinate the districtwide anti-bullying and character education programs, mental health policies and procedures.
11. Review, update, and publish the Student Code of Conduct and student handbook.
12. Assist campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
13. Serve as the JJAEP liaison and Expulsion officer.
14. Monitor discipline trends and work with campus administrators to develop campus discipline improvement plans to address student needs in the areas of attendance and discipline.
15. Address parent concerns related to discipline and campus administrative decisions.
16. Conduct thorough, impartial investigations.
17. Oversee nurses to ensure compliance with local and state health codes.
18. Oversee the SHAC program.
19. Hold intake meetings for students assigned to program.
20. Monitor and address student discipline issues.
21. Develop various compulsory campus plans, as needed.

## Administration

- 22. Provide professional development to administration and appropriate staff in the areas of student services and operations.
- 23. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
- 24. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.
- 25. Monitor and maintain all facilities under position's supervision.

## Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of assigned staff to include maintenance, technology, and DAEP staff. Approve timesheets of hourly workers under your supervision.

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** Occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_